

Sullivan County NH

Type of meeting: Board of Commissioners – Regular Business Meeting
Minutes

Date/Time: Tuesday, April 3, 2007; 3 PM

Place: Newport – Remington Woodhull County Complex 1st
Floor Commissioners Conference Room

Attendees: Commissioners Ethel Jarvis – *Chair*, Ben Nelson – *Vice Chair*, and Jeff Barrette – *Clerk*; Ed Gil de Rubio – *County Manager*; Michael Pulling – HCMA Inc.; Sharon Johnson-Callum (minute taker).

Public attendees: Barbara Brill – *Community Alliance Human Services (CAHS) Executive Director*, Ella Casey – *Newport Chamber of Commerce and Board member of CAHS*, George Kelly – *CAHS Board member*.

3:01 Commissioner Jarvis opened the meeting. Ella Casey led all in the *Pledge To Allegiance*.

AGENDA ITEM NO. 1. MEETING MINUTES REVIEW

AGENDA ITEM NO. 1.A. MAR. 20, 2007 PUBLIC MEETING MINUTES

Commissioner Jarvis pointed out a word to correct on Page 4, the word “can” should be “an”.

3:01 A motion was made, by Commissioner Nelson, to accept the March 20, 2007 meeting minutes, with the change. Commissioner Barrette seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 1.B. & A. 3/20/2007 EXECUTIVE SESSION MINUTES FOR 3:30 AND 3:35
Mr. Gil de Rubio recommend they accept both minutes, but permanently seal them.

3:03 A motion was made, by Commissioner Barrette, to accept and leave sealed both Executive Session minutes of March 20, 2007 of 3:30 p.m. and 3:35 p.m. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

3:06 Michael Pulling joined the meeting.

AGENDA ITEM NO. 2. SENIOR CARE/ASSISTED LIVING UPDATE – MIKE PULLING, HCMA
Mr. Pulling noted he would be meeting with Mr. Gil de Rubio next week with the architects. The first phase of the depository campaign will begin with members of the

focus groups, of which they have a list of 300 to draw from, at the Ahern Building. Once they hold that session, they will open to the public at large. Mr. Pulling received a proposal from Imprint Communications for the priority deposit campaign brochure. He indicated they could place ads. He suggested they begin by the first week in May. Mr. Pulling distributed copies of a draft brochure titled *"The Meadows At Sullivan County Priority Resident Reservation Information A Senior Community for Independent and Assisted Living, Sponsored by Sullivan County, New Hampshire"*. The group reviewed the draft and decided to change the date in the brochure from Fall to Spring 2008 and 2009. Commissioner Barrette recommended adding a disclaimer to indicate it would be based on construction costs. The group discussed the designs. Mr. Pulling noted the focus groups revealed a demand more for two bedroom units. Mr. Gil de Rubio confirmed the Commissioners Office would field questions on the project and would take messages for him, or Mr. Pulling, to return if necessary. It was noted a sign marking the "Future Site" of The Meadows project would be a good marketing device, especially when the forums take place at the Ahern Building. The group discussed other fees beside entry fees, monthly costs, maintenance and the importance of listing them either in the brochure or as a separate hand out. Mr. Pulling confirmed the entrance fee of \$1,450 included three meals a day. They decided a separate hand out would be better. Mr. Pulling will enhance the directions page to add Sullivan County Health Care to the map. The group discussed places they would like architectural plans to be posted, such as: the Sullivan County Health Care facility, Newport Office and Claremont Senior Center. Mr. Pulling was provided a number for Joan Willey, Newport Senior Center of 863-3177. The group discussed having handouts available at each town office. Mr. Gil de Rubio recommended a movable display that could be placed in the regional banks and other business locations. Mr. Gil de Rubio will have Mr. Graham of Graham and Graham advise on the account set up for the priority depository fees. As The Meadows is incorporated, with it's own EIN, Mr. Pulling recommended an escrow account. Ms. Ella Casey asked if pets would be allowed, as that was not mentioned in the brochure. The group agreed small pets would be accepted.

AGENDA ITEM NO. 3 COMMUNITY ALLIANCE UPDATE

Ms. Ella Casey introduced herself and Ms. Barbara Brill, the new Director of Community Alliance of Human Services, along with George Kelly, C.A. Board member. Ms. Casey noted they were there today to introduce themselves to the new Commissioner, Jeff Barrette, and to let the Commissioners know of their new department heads, new property in Claremont, and new investments. Their program includes: Court Diversion, Trusting Hands, and Community Transportation. She noted funding sources are drying up. She noted they have an open door policy and not to hesitate to contact them. Ms. Brill confirmed the Administration Office was located in Newport at the Shopping Plaza beside H & R Block.

AGENDA ITEM NO. 4 SHERIFF'S OFFICE REPORT

AGENDA ITEM NO. 4.A. HIGHWAY SAFETY GRANTS UPDATE

Sheriff Michael Prozzo noted the Commissioners received e-mail notification the grant was approved for the DUI patrols of approximately \$3,100, a 100% grant funded project. He now needed authorization to accept the grant.

- 3:44 A motion was made, by Commissioner Barrette, for the Sheriff to accept the Highway Safety grant for DUI. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Sheriff Prozzo noted the cost per unit is \$2,500 and has money in budget he can use towards the County portion of \$12,225.84.

- 3:47 A motion was made, by Commissioner Nelson, to accept the \$10,000 and the \$12,225.84 to come from the operating cost of the Sheriff's Office. Commissioner Barrette seconded the motion. A voice vote was taken. The motion carried, unanimously**

NOT ON AGENDA – A NEW GRANT FROM THE DEPARTMENT OF ARMY HOMELAND SECURITY. Sheriff Prozzo discussed a 100% grant application they submitted, to U.S. Dept. Homeland Security Commercial Equipment Director Assistance Program (CEDAP) to fund a modular portable video system, worth \$5,000. The system can also be used for the Special Response and undercover units. The grant pays for the equipment and a two day training, as well as airfare and room and board for one of the Sheriff's Office Deputies. They need the Board to approve accepting the grant. Commissioner Jarvis recommended they demonstrate the equipment at the Annual Pancake Breakfast.

- 3:51 A motion was made, by Commissioner Barrette, to accept the CEDAP grant from [U.S.] Homeland Security, for a modular portable video system. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

AGENDA ITEM NO. 5. GOVERNOR'S COMMISSION PREVENTION 2-YEAR CONTRACT 010-090-1398-0285 \$76,000 CERTIFICATE OF VOTE

Mr. Gil de Rubio briefed the Board on the drastic reduction in funding from FY07 to FY08 for the Governors Commission funded programs. He feels the NH State DHHS had serious cut backs and the funding reduction was a result. They will be holding a teleconference call Thursday to discuss more details with the State. He recommended the Board accept the \$76,000. Ms. Johnson-Callum noted the Certificate of Vote should be read by the Clerk into the minutes. Commissioner Barrette read the following,

"Certificate of Vote

I, Jeff Barrette, of County of Sullivan NH, do hereby certify that:

- 1. I am the duly elected Commissioners-Clerk of the County of Sullivan NH;*
- 2. The following are true copies of two resolutions duly adopted at a meeting of the Board of Directors of the corporation duly held on April 3, 2007;*

- *Resolved: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Public Health Services.*
 - *Resolved: That the County Manager is hereby authorized on behalf of this corporation to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Ed Gil de Rubio is the duly appointed County Manager of the corporation.*
3. *The foregoing resolutions have not been amended or revoked and remain in full force and effect as of April 3, 2007.*
- *IN WITNESS WHEREOF, I have hereunto set my hand as the Commissioner Clerk of the corporation this 3rd day of April, 2007."*

3:53 A motion was made by Commission Barrette, to accept the grant and certificate of vote. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 6. COUNTY MANGER REPORT

AGENDA ITEM NO. 6.A. NH PRIMEX 5% MULTI-YEAR DISCOUNT PROGRAM AGREEMENT
Mr. Gil de Rubio noted this was a renewal of a previous multi year discount. The Board reviewed the paperwork.

3:56 A motion was made, by Commissioner Barrette, to authorize the County Manager to execute the NH Primex 5% multi-year discount program agreement. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.

AGENDA ITEM NO. 6.B. REMINDER MONDAY APRIL 23RD FY 08 COMMISSIONERS BUDGET RELEASED TO THE EFC

Mr. Gil de Rubio noted the budget reviews would need to be completed, and, the Commissioners need to release their recommendations to the E.F. C. by April 23rd.

AGENDA ITEM NO. 7. COMMISSIONERS REPORT

Commissioner Jarvis handed out an item that she indicated was confidential and may need to be held in Executive Session (minute taker was not given a copy).

Commissioner Jarvis announced she knew that a motor burned out at the Nursing Home, that she investigated the issue and discovered no alarms went off. She briefly discussed comments from Unity Fire Chief Baker and spoke briefly about the fire alarm that went off at the Newport building, which was vacated when the alarms sounded. She requested a written report from Mr. Gil de Rubio. Mr. Gil de Rubio recommended Commissioner

Jarvis call him first regarding County operations. Mr. Gil de Rubio briefed the Board on software that contained a flaw; the vendor eliminated the flaw, but not the flaw on the original disk. When the air-handling units were installed, the original disk was used, which placed the flaw back on the system. As a result, when someone smelled a burning rubber smell, they pulled the fire alarm handle, but the alarm did not sound. However, the people were called out, the electrician took control immediately – discovered the problem and reprogrammed the computers. Commissioner Jarvis noted she spoke to Chief Baker who indicated he was happy with the electrician. Commissioner Jarvis and Barrette both expressed disappointment in not being notified immediately, either by the Nursing Home Administrator, the Facilities Director or Sheriff since Mr. Gil de Rubio was on vacation, of the fire alarm issue at the Nursing Home. Mr. Gil de Rubio noted he was not belittling the issue, that he electrician was there, the Fire Departments arrived, and all worked out well due to training they perform. Mr. Gil de Rubio discussed the voice message from Honeywell on his answering machine when he returned from vacation. He noted he communicated immediately with the Facility Department. Commissioner Jarvis wanted something in minutes to explain the problems and the documentation of the corrective action taken. Mr. Gil de Rubio confirmed the faulty software was destroyed and that once a year tests will be conducted on the pull handles. He indicated, historically, they hold silent tests in nursing homes, a requirement of the law and the NH surveyors, as live tests are frowned upon. Commissioner Jarvis requested a letter be sent to Chief Baker as he's concerned about the replacement of indicated she'd have Chief Baker write to Mr. Gil de Rubio regarding other concerns he has regarding the facility. Mr. Gil de Rubio noted the State Marshall's office inspects the facility, as well as the Unity Fire Department, yearly.

Commissioner Barrette noted he had nothing to report.

Commissioner Nelson requested "gaps" be filled in the future when Mr. Gil de Rubio was on vacation.

AGENDA ITEM NO. 8. PUBLIC PARTICIPATION

Representative Converse noted Commissioner Nelson had publicly slighted the Delegation for a second time. Commissioner Nelson and Representative Converse spoke to each other regarding the issues. Commissioner Jarvis requested they not refer to the Delegation unless they were on the agenda.

4:11 A motion was made, by Commissioner Barrette, to adjourn the meeting. Commissioner Nelson seconded the motion. A voice vote was taken. The motion carried, unanimously.

Respectfully submitted,

*Jeff Barrette, Clerk
Board of Commissioners*

JB/s.j-c.

Date signed: 